



STANDARDS OF APPRENTICESHIP

adopted by

PORT OF TACOMA APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	(sponsor)	<u>DOT</u>	<u>Term</u>
FACILITIES MAINTENANCE MECHANIC		899.381-010	8000 HOURS
HEAVY DUTY EQUIPMENT MECHANIC		625.281-010	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JANUARY 21, 2000

Initial Approval

JULY 16, 2004

Committee Amended

JANUARY 18, 2002

Standards Amended (review)

JULY 18 2003

Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

PORT OF TACOMA APPRENTICESHIP COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

These Standards of Apprenticeship pertain to the training of apprentices covered by the Port of Tacoma/ILWU Local 23 Agreement in the following crafts: Heavy Duty Equipment Mechanic and Facilities Maintenance Mechanic, Building.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The areas covered by these Standards shall be the employees and equipment of the Port of Tacoma.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Applicants must be at least eighteen (18) years of age.**

Education: **High school graduate or GED equivalent.**

Physical: **All individuals hired must successfully complete a physical examination, including a drug screen and a background investigation as established by the Port of Tacoma.**

Testing: **N/A**

Other: **N/A**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Exempt under WAC 296-05-405(1)(a).

B. Equal Employment Opportunity Plan:

Exempt under WAC 296-05-405(1)(a).

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

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IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for Heavy Duty Equipment Mechanic shall be 8000 work hours of employment with the Port of Tacoma.

The term of apprenticeship for Facilities Maintenance Mechanic, Building shall be 8000 work hour of employment with the Port of Tacoma.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 960 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers,

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EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

There shall not be more than one (1) apprentice to every six (6) journey-level mechanics on the job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	60%
2	2001 - 4000 hours	70%
3	4001 - 6000 hours	80%
4	6001 - 8000 hours	90%

The journey level wage rate will be determined by the collective bargaining agreement.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Facilities Maintenance Mechanic: Approximate Hours

The apprentice shall receive such instruction as is necessary to develop a practical and skilled worker versed in the troubleshooting, theory, and practice of the trade. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. Hours of work and instruction will be assigned by the Port and may occur on any of the regularly scheduled work shifts.

- 1. Familiarization410**
Safety program, shop routine, preventive maintenance program introduction, general orientation of all Port equipment.
- 2. Roofs.....575**
Maintain, repair, evaluate, and replace: cold applications, shingles, metal roofs, membrane roofs, downspouts, gutters, and flashings.
- 3. Plumbing.....1570**
Lift stations, hydrants, building fixtures, meters, piping, backflow prevention, valves, fire sprinklers, landscape sprinklers, treatment systems, drain systems; maintenance, installation and repair.
- 4. Welding180**
Gas and Arc; repair and fabrication
- 5. Painting745**
Prep work, painting, glazing, tape and texture, striping, sign construction.
- 6. Carpentry.....1220**
Framing, heavy timber, pier fenders, masonry, gypsum, forms, doors, cabinet installation.
- 7. HVAC1435**
Gas, electric and refrigerant heating, water heaters, control systems, PLC's, EPA Cert.; maintenance, troubleshooting and repair.

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| 8. | Electrical | 1680 |
| | Secondary distribution, pole lights, motors and actuators, fire alarms, communications; maintenance, troubleshooting and repair. | |
| 9. | Track, roads and landscaping..... | 185 |
| | Maintenance, repair and installations. | |

TOTAL HOURS: 8000

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B. <u>Heavy Duty Equipment Mechanic:</u>	<u>Approximate Hours</u>
1. Familiarization	240
Safety program, shop routine, preventive maintenance program	
introduction, general orientation of all Port equipment.	
2. Brakes and Air Systems.....	540
Adjust and repair air, electric and hydraulic-operated brake systems,	
repair of various air operated components, S-Cam Brakes, Disc Brakes,	
ABS systems, air dryers, aircompressors, air governors, air reservoirs.	
3. Steering and Suspension	500
Steering systems and components, shock absorbers, power steering	
systems and hydraulic suspensions.	
4. Electrical Systems	1140
Alternators and regulators, wire and light systems, electric motors,	
batteries, gauges, electronic control systems.	
5. Engines	1480
Diesel engines, gasoline engines, tune-up, failure analysis, fuel systems,	
cooling systems, air systems, lube systems, computerized engine controls,	
engine rebuilding.	
6. Power Transmission.....	1300
Computer controls, driveline couplings, universal joints, transmission	
replacement, general transmission maintenance.	
7. HVAC - Mobile Equipment	800
Refrigerant recovery/recycling, preventive maintenance E.P.A.	
certifications, heat control systems, general repairs to HVAC	
components.	
8. Hydraulic Systems	1300
Troubleshooting and repair.	
9. Miscellaneous.....	700
Rigging, exhaust systems, welding, shop operations, preventive	
maintenance and service.	
TOTAL HOURS:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☒ (X) Other (specify): **In-house training classes conducted at Port of Tacoma under the maintenance-training program.**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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Tuition and fees will be reimbursed to the apprentice according to the current Port of Tacoma and ILWU Local 23 contract agreement.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Definitions as used throughout these Standards of Apprenticeship.

- a. Port of Tacoma, hereinafter is called the Port in these Standards.**
- b. Employer shall mean, Port of Tacoma.**
- c. Union shall mean, ILWU, Local #23.**
- d. Apprenticeship Coordinator shall mean the person selected by the Apprenticeship Committee to administer the apprenticeship program in accordance with these Standards.**

2. The standards for selection of apprentices shall be administered consistent with affirmative action and shall not be in conflict with any legislation pertaining to this subject. All applications for the Apprenticeship Program shall be considered on the basis of qualifications and meet the standard requirements established by the Port of Tacoma/ILWU Local 23 Apprenticeship Committee.

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3. **Apprentices will be governed by ILWU Local 23 Labor Agreement, Port of Tacoma's Personnel Rules and Regulations, Maintenance Department's Policies and Procedures, and the State of Washington Apprenticeship Council Rules and Regulations.**
4. **Upon acceptance into the program, the apprentice must be in possession of a set of tools consisting of:**
 - a. **Heavy Duty Equipment Mechanic**
 - (1) **One (1) 1/4 inch square drive socket set**
 - (2) **One (1) 3/8 inch square drive socket set including SAE and metric sockets**
 - (3) **One (1) 1/2 inch square drive socket set including up to 1-1/8 inch sockets**
 - (4) **Two (2) combination wrench sets, one (1) 1/4 inch to 1-1/4 inch SAE and one (1) 7mm - 19mm metric**
 - (5) **One (1) pair water pump pliers - 9-1/2 inch minimum**
 - (6) **Two (2) pair locking pliers - 6 inch and 10 inch**
 - (7) **One (1) pair diagonal cutting pliers - 6-inch minimum**
 - (8) **One (1) pair long nose pliers - 6-inch minimum**
 - (9) **One (1) pair slip joint pliers - 8-inch minimum**
 - (10) **One (1) 12-piece punch, chisel, and line-up set**
 - (11) **One (1) 8 inch adjustable wrench**
 - (12) **One (1) 12 inch adjustable wrench**
 - (13) **One (1) hacksaw**
 - (14) **One (1) standard blade screwdriver set, 1/4 inch to 1/2-inch blade**
 - (15) **One (1) Phillips screwdriver set - #1, 2, and 3 tips**
 - (16) **Two (2) Hex key sets, one SAE and one metric**
 - (17) **One (1) rolling wedge bar**
 - (18) **One (1) eight ounce ball peen hammer**
 - (19) **One (1) sixteen ounce ball peen hammer**
 - (20) **One (1) three pound hammer**
 - (21) **One (1) fourteen inch pipe wrench**
 - (22) **One (1) flashlight**
 - (23) **One (1) 12 volt test light**
 - (24) **One (1) continuity test light**
 - (25) **One (1) roll-away tool cabinet**

Additional tools must be purchased by the apprentice as he/she progresses through the program. Upon completion of the program, the apprentice must possess a complete set of heavy-duty equipment tools.

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b. Facilities Maintenance Mechanic

- (1) One (1) 1/4 inch square drive socket set**
- (2) One (1) 3/8 inch square drive socket set including SAE and metric**
- (3) One (1) pair water pump pliers - 9-1/2 inch minimum**
- (4) One (1) pair diagonal cutting pliers - 6 inch minimum**
- (5) One (1) pair long nose pliers - 6 inch minimum**
- (6) One (1) pair slip joint pliers - 8 inch minimum**
- (7) One (1) set wood chisels**
- (8) One (1) 8 inch adjustable wrench**
- (9) One (1) 12 inch adjustable wrench**
- (10) One (1) hack saw**
- (11) One (1) standard blade screwdriver set, 1/4 inch to 1/2 inch blade**
- (12) One (1) Phillips screwdriver set - #1, 2, and 3 tips**
- (13) Two (2) Hex key sets, one SAE and one metric, 1/16" to 1/4"**
- (14) One (1) Wonder Bar (pry and nail removal)**
- (15) One (1) 24" Crowbar**
- (16) One (1) Claw Hammer**
- (17) One (1) 14" Pipe Wrench**
- (18) One (1) Continuity Tester**
- (19) One (1) Volt/Ohm Meter**
- (20) One (1) 25' Tape measure**
- (21) One (1) 12' Tape measure**
- (22) One (1) Leather tool pouch and belt**
- (23) One (1) Ball Peen hammers, Small and Medium**
- (24) One (1) Hand Saw**
- (25) One (1) Combination Wrench set, SAE, up to 3/4"**

Additional tools must be purchased by the apprentice as he/she progresses through the program. Upon completion of the program, the apprentice must possess a complete set of Facilities Maintenance Mechanic tools.

- 5. The shop supervisor on shift or his/her designee shall be responsible for the supervision of the apprentice.**
- 6. Apprentices will be required to complete and pass all shop and related supplemental training course assignments prior to advancement.**
- 7. Apprentices will submit monthly progress reports between the fifth (5) and tenth (10) of each month to the shop supervisor or designee for evaluation and sign off. The Director of Maintenance or designee will submit them for review by the Apprentice Committee.**

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8. **All complaints shall be brought to the supervisor or shop steward who will attempt to resolve the complaint immediately. However, the Director of Maintenance shall report all complaints to the Apprenticeship Committee at the next meeting whether resolved or not.**
9. **Management and Labor will abide by the Apprenticeship Committee's decision.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

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- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

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Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the

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purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

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D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **Two management representatives and two labor representatives shall constitute a quorum.**

Program type administered by the committee: **INDIVIDUAL JOINT**

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The employer representatives shall be:

**Bernice Griffin, Secretary
PO Box 1837
Tacoma, WA 98401-1837**

**Lou Paulsen,
PO Box 1837
Tacoma, WA 98401-1837**

**Bruce Koch
PO Box 1837
Tacoma, WA 98401-1837**

**Sedonia Young, Alternate
PO Box 1837
Tacoma, WA 98401-1837**

**Bryon Boerner, Alternate
PO Box 1837
Tacoma, WA 98401-1837**

**David Bell, Alternate
PO Box 1837
Tacoma, WA 98401-1837**

The employee representatives shall be:

**Dave Field, Chair
PO Box 1837
Tacoma, WA 98401-1837**

**Walt Gronley
PO Box 1837
Tacoma, WA 98401-1837**

**Tom Roper
PO Box 1837
Tacoma, WA 98401-1837**

**Mark Beckham, Alternate
PO Box 1837
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**Mike Dootson, Alternate
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**Carl Paddock, Alternate
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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

PORT OF TACOMA APPRENTICESHIP COMMITTEE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Bernice Griffin, Coordinator
PO Box 1837
Tacoma, WA 98401**